

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my internship position in the Human Resources department at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with such a talented team and gain valuable experience in the HR field. I am thankful for the guidance and support I have received during my time here.

Please let me know how I can assist during the transition. I wish [Company Name] continued success in the future.

Thank you once again for this incredible opportunity.

Sincerely,  
[Your Name]